

**FOYLE WOMEN'S AID
JOB DESCRIPTION AP12/17**

POSITION:	Administrator
LOCATION:	Pathways
RESPONSIBLE TO:	The Director of Foyle Women's Aid
SALARY SCALE:	£18,746 -£19,430 (Pro-rata) NCJ Scale 4 Pt. 19 - 20
CONTRACT:	Fixed Term Contract 1 year (extension subject to funding)

Summary of Post:

In this role you will be expected to provide both administrative and Finance support. The post holder will be expected to provide a service to support the administration process within the planning, reporting and implementation stages of the One Safe Place Justice Centre project. You will also support the Project implementation team with aspects of financial management therefore a sound knowledge of accounting procedures will be essential.

Key Responsibilities:

Administration/Project Management

1. Provide administration support to ensure the successful planning, reporting and monitoring of the project
2. Ensure that all data is managed and recorded efficiently and accurately
3. Track the weekly performance of all aspects of the project against expected performance indicators as outlined in the strategic plan
4. The preparation of presentations and reports
5. Organisation of diaries and arrangements for transportation, meals, meetings rooms and appointments, etc.
6. Take records of meetings and follow up on action points

Confidential

7. Conference organisation and support activities
8. Compiling of information packs
9. Liaising with external agencies
10. Prepare reports for funders
11. Ad hoc duties as and when required

Finance

12. Keeping accurate records of all daily project transactions
13. Assist in the budgeting and forecasting, variance analysis and cash flow for the project
14. Processing purchase and sales invoices for the project
15. Administer day-to-day finances in relation to the project
14. Assist in the preparation of the month end accounts for the project
15. Administer payment of invoices
17. Ensure financial controls are adhered to
18. Adhere to the procurement policy

Confidentiality and Data Protection

19. You will respect the confidentiality of sensitive information in accordance with FWA policies and procedures
20. Maintain confidentiality and Data Protection with a client centred approach all times

Health and Safety

21. You must work in accordance with Foyle Women's Aid policies
22. To ensure that effective health and safety procedures are carried out at all times
23. To act appropriately in an emergency situation

The job description is intended to indicate the broad range of responsibilities and requirements of the post, and is neither exhaustive nor prescriptive. The post-holder is therefore expected to undertake any other duties as may be reasonably required.